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**Safer Recruitment Policy**

**Date:** September 2024 **Review Date:** September 2025

**Statement of Intent**

The purpose of this policy is to set out the minimum requirements of a recruitment process that aims to:

* Attract the best possible applicants to vacancies.
* Ensure the best candidates are interviewed for the role.
* Discourage potential applicants who are unsuitable for work with children or young people.
* Identify and reject applicants who are unsuitable for work with children and young people.

**Statutory Requirements**

There are statutory requirements for the appointment of some staff working with children and young people. These requirements must be met.

**Inviting Applications**

Advertisements for post will include the statement:

Stepping Stones Alternative Provision are committed to the safeguarding of all young people, through its policies, practice and monitoring procedures. Any applicant wishing to work around young people can expect to have an enhanced DBS Check.

Prospective applicants will be supplied, as a minimum, with the following:

* Job description and person specification
* Provision Safeguarding policy
* Safer Recruitment policy (this document)
* The selection procedure for the post
* An application form
* All prospective applicants must complete, in full, the application form.

**Shortlisting and References**

Short-listing of candidates will be reviewed against the person specification for the post.

Where possible, references will be received before the selection stage, so that any discrepancies can be probed during the selection stage.

References will be sought directly from the referee. References or testimonials provided by the candidate will not be accepted.

Where necessary, referees will be contacted by telephone or email in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

Where necessary, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

Referees will always be asked specific questions about:

* The candidate’s suitability for working with children and young people.
* Any disciplinary warnings, including time-expired warnings, which relate to the safeguarding of children.
* The candidate’s suitability for this post.

If requested, Stepping Stones employees are entitled to see and receive copies of their employment references.

References must cover a minimum period of 5 years prior to the candidate’s application. If this is not possible, a minimum of 3 references will be required.

**The Selection Process**

Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of short-listed candidates.

Interviews will always be face-to-face. Telephone interviews may be used at the short-listing stage but will not be a substitute for a face-to-face interview (which may be via a visual electronic link).

Candidates will always be required;

* To explain satisfactorily any gaps in employment
* To explain satisfactorily any anomalies or discrepancies in the information available to recruiters
* To declare any information that is likely to appear on a DBS disclosure
* To demonstrate their capacity to safeguard and protect the welfare of children and young people

The Employer will always be required:

* To confirm the outcome of the interview to the applicant within one week
* To give detailed feedback on the interview if requested by the applicant

**Employment Checks**

All successful applicants are required:

* To provide proof of identity
* To complete an ethnic monitoring form
* To complete a DBS application form and for a satisfactory disclosure to be obtained
* To provide actual certificates of qualifications
* To provide proof of eligibility to live and work in the UK.

If successful, a Work Health Assessment only needs to be completed if you have a disability and reasonable adjustments are required.

**Induction and Probation**

All staff who are new to the provision will receive induction training that will include our provision safeguarding policies and guidance on safe working practices.

All new staff will be subject to a 6 month probation period, which will provide a formal framework for ensuring that the standards of performance set by our provision are fully communicated. If any discrepancies or concerns arise, reviews will be conducted. The employee’s contract may be terminated with immediate effect during the probation period.

The new employee will be fully integrated into Stepping Stones and have the skills required to carry out the role effectively. If any further training is required, Stepping Stones will ensure suitable opportunities are provided.